



STAMBRIDGE PARISH COUNCIL

www.stambridgepc.org.uk

CHAIRMAN:

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AGENDA

**YOU ARE HEREBY SUMMONED TO THE ANNUAL STAMBRIDGE PARISH COUNCIL MEETING
TO BE HELD BY AN ONLINE CONFERENCE VIA FACEBOOK MESSENGER ROOMS at 'STAMBRIDGE PARISH COUNCIL'
ON MONDAY 6th JULY 2020.
(Commencing at 6.00 pm.)**

Retiring Chairman's opening remarks:

1. Election of Chairman for 2020-2021.

- i To receive nominations for the post of Chairman.
- ii Chairman to sign the statutory Declaration of Acceptance of Office.

2. Election of Vice-chairman.

- i To receive nominations for the post of Vice Chairman.
- ii Vice-chairman to sign the statutory Declaration of Acceptance of Office.

3. To Record the Members and Public Present:

Present:

4. Apologies and reasons for absence:

- i To be received by the Clerk only in person via: email, letter and telephone.
- ii Acceptance of the reason for absence:

5. Declarations of Interests

- i To receive all declarations of interests:
- ii The Chairman reminds Councillors to declare any further interests now and as they became evident to them, during the progress of the meeting.

6. To resolve the Clerk's Role:

i) As the Proper Officer, ii) Responsible Financial Officer, iii) the receiving officer responsible for Dispensations.

7. Dispensations (relevant provision is s.33 of the Localism Act 2011)

The Clerk to receive councillors requests for dispensations re: Financial matters as local council tax payers inc: the Precept and as members of the Stambridge Sole Trustee Committee and the Stambridge Community Centre Management Committee.

8. Public Forum: (5 min per person only)

Councillors, Guests, visiting Ward/County Councillors and questions from members of the public.

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9. **Standing Orders:** (as circulated).
To Resolve:
10. **Financial Regulations:** (as circulated).
To Resolve:
11. **The Council Risk Assessment:** (as circulated).
To Resolve:
12. **Assets List:** (as circulated).
To Resolve:
13. **The General Data Protection Regulations:** (as circulated).
To Resolve:
14. **Freedom of Information Act:** (as circulated).
To Resolve:
15. **Model Code of Conduct:** (as circulated).
To Resolve:
16. **The Complaints Procedure:** (as circulated).
To Resolve:
17. **Dates and Times of Meetings:**
During the Corona-Virus emergency, the meetings will be held by online conference on Messenger Rooms on the First Monday of the month or (if it is a Bank Holiday), the following Monday at 6 pm.
18. **Appointment of Committees:** The membership of the Councils Standing Working Committees:
Councillors nominated for all roles to be confirmed by a seconder.
- i i The Sole Trustee Committee (all Councillors are appointed)
 - ii To agree/disagree that the Parish Clerk is the Clerk to the Sole Trustee Committee:
 - ii **The Stambridge Community Centre Management Committee:**
To receive and record nominations/seconds for Four Councillors:
 - iii **The Human Resources Committee:**
To receive and record nominations/seconds for Three Councillors:
 - iv **The Finance Committee:**
To receive and record nominations/seconds for Four Councillors:
 - v All Councillors are members of the Discover 20-20 Committee.
19. **Appointment of Media Representatives:**
- i To agree/disagree that the Webmaster is the Clerk.
 - ii To receive nominations for the Newsletter: To discuss a potential committee format:
 - iii To agree/disagree that all Councillors are responsible for Facebook and Twitter, etc:
20. **Appointment of Outside Body representatives:**
- i To receive and record nominations/seconds for the EALC:
 - ii To receive and record nominations/seconds for Transport:



- iii To receive and record nominations/seconds for the Stambridge Sewage Works:
- iv To receive and record nominations/seconds for Highways, pavements and Public footpaths (PROW):
- v To receive and record nominations/seconds for the RHALC:

21. To receive the Minutes of the Parish Council Virtual Meeting of 1st June 2020:

To Resolve: (as circulated).

22. Matters Arising from the Minutes:

(Minute 309) Defibrillator for the Stambridge Memorial Hall.

The Clerk's report:

23. Matters Arising from the Covid-19 emergency:

i The Rochford District Council Community Support Hub.

The helpline available on 01268 779999 and is open 10am until 2pm, seven days a week.

ii The Canewdon, Paglesham and Stambridge Community Support Hub.

The helpline available on 07507 678729 and is open 8am until 8pm, seven days a week.

iii Councillor Mrs N Crane's report re: all district volunteering options.

iv Councillor reports:

24. The Progress Reports on all agreed Councillors/Clerk Actions:

<u>Actions</u>	<u>Progress</u>	<u>Outcome</u>
i Councillor Mrs J Gooding's report: Agreed donation to the Mobile Stroke Unit @ £100-00. Charity NO. 1189802.		
ii Councillors Mr P Bowen and Miss E Lingley report: the collection/delivery of the Heras panels.		
iii Councillor Mr G Ioannou's report: 'Spring' Newsletter:		
iv Councillor Mr G Ioannou's report: the one.com progress.		
v Councillor Mr G Ioannou's report: LHP actions. (Stambridge Road).		
vi Councillor Mr G Ioannou's report: the Leylandii Trees, Stambridge Village.		
vii Councillor Mr G Ioannou's report: repair to a PROW Sign at Ballards Gore.		
viii Clerk's report: Mill Lane bus shelter asbestos roof work.		
ix Councillor Mr G Ioannou's report re: the Bus shelter at Cagefield Road:		
x Councillor Mr G Ioannou's report re: 'Rangers' work opposite the Stambridge Fisheries.		

25. Finance:

- i
 - i To receive the SPC Financial Statements (as circulated).
 - ii The Metro Financial Statements of 6th July 2020 (as circulated).
 - iii The above Metro balances to be checked against Parish Bank Statements by Cllrs:and
- ii To receive the Internal Auditors 'Auditing Solutions Ltd' report: (as circulated).
- iii To receive the AGA Return Part 3, 2019-2020. (as circulated).
- i To receive, discuss, sign and complete the Annual Governance Statement 2019-2020 (Page 4) (as circulated).
 - ii To receive, discuss, sign and complete the Accounting Statements 2019-2020. (Page 5) (as circulated).
 - iii To receive the dates set for the Period of the Exercise of Public Rights (Page 10) (as circulated).
- iv To receive the Clerk's log (39) of working hours for June 2020 (as circulated).
- v To receive the Parish Council's updated SPC Excel NETT running costs 2020 – 2021 (as circulated).
- vi To receive the H.R. Committee report re: the Clerk's contract requests.

- vii The unsigned SPC/SCCMC Loan Agreement 2020.
 - i To discuss the SPC/SCCMC Loan Agreement 2020, held up by the Covid-Virus restrictions.
 - ii To receive relevant SCCMC updated information on Banking updates.
- viii To agree a payment to: HMR re: PAYE-RTI @ £ 44-50.
- ix To receive an Invoice June 2020 from (W&H (ROMAC) Ltd): 134564 27/02/20 - Streetlight repair P1 £102-06.
- x To receive an Invoice June 2020 from (W&H (ROMAC) Ltd): 134698 03/06/20 - Streetlight repair P9A/P15 £143-76.
- xi To receive an Invoice June 2020 from (B Summerfield/SKIP-Hire) Allotment green, wood, plastic clearance £150-00.
- xii To receive an Invoice June 2020 from (B Summerfield/SKIP-Hire) re: overfill surcharge £ 30-00.
- xiii To receive an Invoice June 2020 from (Auditing Solutions Ltd): Internal Audit 2019-2020 £216-00.
- xiv To receive an Invoice June 2020 from (RCCE): Annual subscription 20-21 £ 52-80.
- xv To receive an Invoice June 2020 from (ICO): Annual registration 20-21 £ 40-00.
- xvi To agree a donation to The Mobile Stroke Unit Charity - No.1189802 £100-00.
- xvii To record the Standing Order payments June/July 2020 to the SPC Clerk @ £628-95 monthly.
- xviii To record the D/D payment May 2020 to Wave NWG/Anglian Water (Allotment water) @ u/p £ 143-00.
- xix To resolve: all Covid-19 emergency actions, recommended and agreed payments, other actions, financial statements, transfers, grants, countersigned cheques, etc, etc.

Proposed by Councillors: seconded by and agreed by all.

26. Planning consultations:

Application no 20/00/FUL

27. Correspondence:

Received/record e/Letters, RDC/EALC/Gov. Circulars, Publications and Bundles: etc, etc: as placed on the table.

28. Training:

Available EALC training as emailed.

29. Allotments: The Clerk's report:

- i Flytipping outside the gates report to RDC: 20/0406/SSFTIP.
- ii update on tenancy agreements:
- iii maintenance requirements for 20-21 (Willows Plots 13/14):
- iv allotment Wildlife advice:

30. Streetlighting:

- i The Clerk's report:
- ii Councillor reports:

31. Highways and Public Footpaths:

- i To discuss a Stambridge PROW map and identify the re-occurring fly-tipping and other areas, as information for Essex Highways: (as circulated).

32. New Website: (www.stambridgepc.org.uk)

- i The Community4 Ltd website to be further updated with the information from this meeting.
- ii To notify and record; that the public's potential involvement at all 'Messenger Rooms' meetings, are advertised on the Website, Parish Notice boards and the Stambridge Community and Stambridge Parish Council facebook!

33. **Items from Councillors:** for next Agenda and exchange of information only.

Items:

34. **Private and Confidential:**

Pursuant to the provision of Section 1000(a) of the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985, the press and public be excluded from the meeting for consideration of the following item of business on the grounds that it contains information defined as exempt in Part 1 of Schedule 12a of the Local Government Act 1972, as detailed.

i To discuss contract correspondence re: An allotment tenure agreement.

35. **To agree the date of the next Stambridge Parish Council.**

To agree: **MONDAY 3rd AUGUST 2020** at 6.00 p.m (opening at 5.30 pm).

(BY AN ONLINE CONFERENCE VIA FACEBOOK MESSENGER ROOMS)

1st July 2020.



Barry Summerfield, Stambridge Parish Council Clerk/RFO.